

CITY TREASURER

MISSION STATEMENT

It is the mission of the City Treasurer's Office to act as the City's receipting and disbursing agent of all public monies in order to maximize the investing of idle funds.

DESCRIPTION

The City Treasurer's Office is responsible for receiving, disbursing, depositing and investing all public funds for the City, the Redevelopment Agency, the Youth Endowment Services (YES) Fund, the Parking Authority and the Housing Authority.

The primary objective of the City Treasurer's Office is the safekeeping of City funds. Safety, liquidity and yield are always considered (in that order) when investing idle funds.

Monthly reports including cash balances by fund and reconciled bank balances are provided to the City Manager, the City Clerk and the Financial Services Director.

The City Treasurer's Office also provides semi-annual reports indicating the type and amount of investments and deposits, the institutions in which these deposits are made, market values, maturity dates and rates of interest for all outstanding investments, as well as others that matured during the month, to the City Council, the Redevelopment Agency, the Youth Endowment Services (YES) Fund Board, the Parking Authority and the Housing Authority. Monthly reports are provided to the Mayor or his/her designee, City Manager, Financial Services Director, Community Development Director, Burbank Water and Power (BWP) General Manager, Assistant General Manager Finance and Administration-BWP, and members of the Treasurer's Oversight Review Committee.

CHANGES FROM PRIOR YEAR

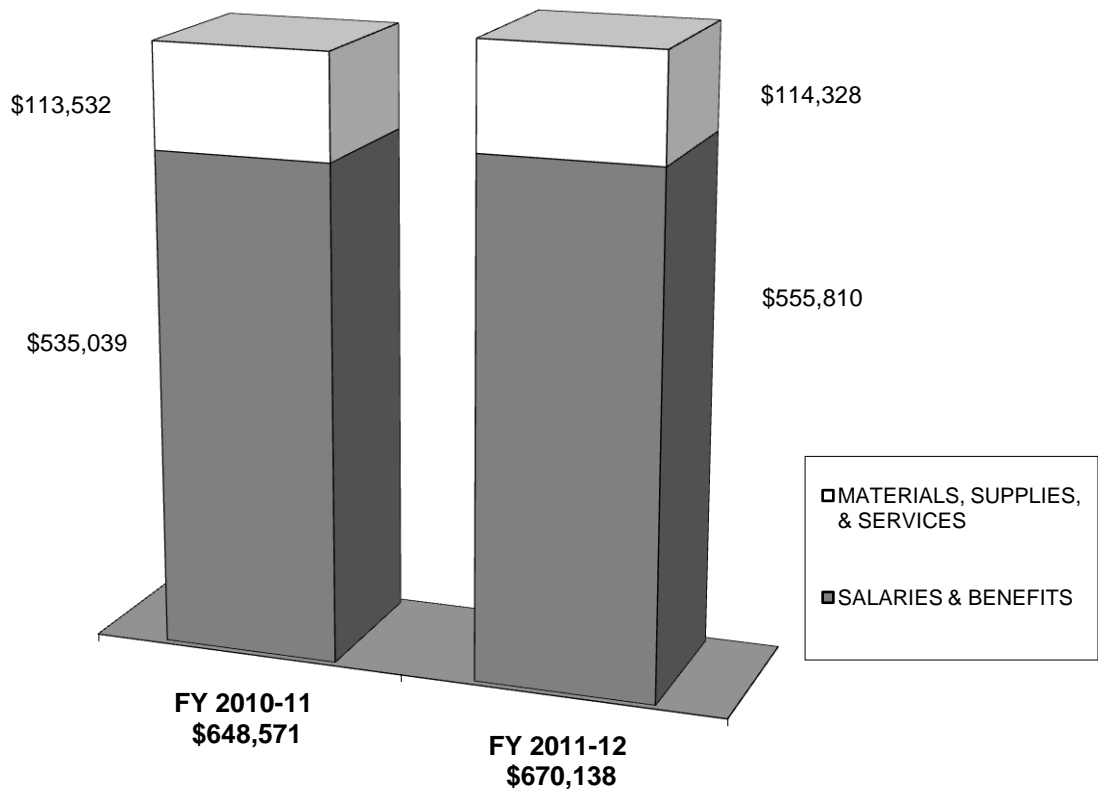
There are no discretionary budget changes for this year.

DEPARTMENT SUMMARY

	EXPENDITURES 2009-10	BUDGET 2010-11	BUDGET 2011-12	CHANGE FROM PRIOR YEAR
Staff Years	5.000	5.000	5.000	
Salaries & Benefits	\$ 537,962	\$ 535,039	\$ 555,810	\$ 20,771
Materials, Supplies, Services	135,710	113,532	114,328	796
TOTAL	\$ 673,672	\$ 648,571	\$ 670,138	\$ 21,567

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Department Summary



2010-11 WORK PROGRAM HIGHLIGHTS

- Average monthly investment portfolio yield for FY 2010-11 projected to be 2.00% was approximately 1.70% due to the continuing economic downturn.
- This past year the Treasurer's Office continued to assist departments in implementing new business software products.

2011-12 WORK PROGRAM GOALS

- The goal for fiscal year end (6/30/12) is to average a monthly investment portfolio yield of 1.50% with continued emphasis on safety and liquidity.
- During this fiscal year, additional implementation of business software products and electronic payments in various departments will occur and the City Treasurer's office will help with this implementation.

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		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2009-10	FY 2010-11	FY 2011-12	PRIOR YEAR
STAFF YEARS		5.000	5.000	5.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 380,640	\$ 377,687	\$ 374,228	\$ (3,459)
60012	Fringe Benefits	154,200	155,852	80,527	(75,325)
60012	Fringe Benefits - Pension			87,845	87,845
60012	Fringe Benefits - Workers Comp			11,710	11,710
60022	Car Allowance	1,506	1,500	1,500	
60031	Payroll Adjustment	1,616			
		537,962	535,039	555,810	20,771
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62170	Private Contractual Services	\$ 35,994	\$ 13,500	\$ 13,500	
62300	Special Departmental Supplies	587	3,750	3,750	
62310	Office Supplies	1,519	1,665	1,665	
62420	Books & Periodicals	131	325	325	
62440	Office Equip Maint Repair		1,500	1,500	
62455	Equipment Rental	476	900	900	
62700	Memberships & Dues	420	440	440	
62710	Travel		2,500	2,500	
62755	Training		725	725	
62895	Miscellaneous	1,172	1,175	1,175	
NON-DISCRETIONARY					
62220	Insurance	6,999	7,531	8,003	472
62485	F535 Comm Equip Rental	2,585	2,585	2,585	
62496	F537 Computer Equip Rental	7,607	5,936	6,260	324
62830	Bank Service Charges	78,220	71,000	71,000	
		135,710	113,532	114,328	796
PROGRAM TOTAL		\$ 673,672	\$ 648,571	\$ 670,138	\$ 21,567

CITY TREASURER
AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2009-10	STAFF YEARS 2010-11	STAFF YEARS 2011-12	CHANGE FROM PRIOR YEAR
CITY TREASURER	1.000	1.000	1.000	
ASST CITY TREASURER	1.000	1.000	1.000	
TREASURER TECHNICIAN	1.000	1.000	1.000	
ACCOUNT CLERK	1.000	1.000	1.000	
INTERMEDIATE CLERK	1.000	1.000	1.000	
 TOTAL FULL TIME	 5.000	 5.000	 5.000	
 TOTAL STAFF YEARS	 5.000 (5)	 5.000 (5)	 5.000 (5)	